



# READVERTISEMENT POSITION ANNOUNCEMENT

Nancy S. Grasmick  
State Superintendent of Schools

Office of Human Resources · 200 West Baltimore Street · Baltimore, MD 21201 · 410-767-0019 · 410-333-3045 TTY/TDD

## DIVISION OF STUDENT AND SCHOOL SERVICES STUDENT SERVICES AND ALTERNATIVE PROGRAMS BRANCH

October 7, 2005

**POSITION TITLE:** Education Program Specialist I, School-Based Health Centers and Chronic Disease Prevention

**POSITION NUMBER:** 077601

**SALARY:** State Salary Grade 21  
\$53,236 - \$74,967

**LOCATION:** 200 West Baltimore Street  
Baltimore, Maryland

**NATURE OF WORK:** This is a professional position responsible for providing statewide leadership and technical assistance for the School-Based Health Centers (SBHC) initiative to reduce/prevent chronic disease among school children and youth.

**DUTIES AND RESPONSIBILITIES:** Provides leadership and technical assistance for the development and implementation of School-Based Health Center programs in Maryland in accordance with State and federal laws and regulations; provides professional development trainings and technical assistance to local school system health services professionals, health educators and other educators on chronic disease; facilitates the coordination of the State, private enterprise, managed care organizations and private practitioners in developing model SBHC's in Maryland in order to help insure the viability both financially and professionally as part of the system of health care for children; monitors and implements grant processes for SBHC's; prepares annual reports on the status of the program; serves on interagency committees addressing chronic disease prevention.

**MINIMUM QUALIFICATIONS:** **EDUCATION:** Master's Degree or equivalent 36 credit hours of post-baccalaureate course work in Public Health, Public Policy, mental health or a related field.

**EXPERIENCE:** Four (4) years of administrative or teaching experience in or affiliated with school nursing, mental health, school-based health center services, health education, psychology, counseling and/or public health.

**NOTE:** Two years of additional experience as defined above may be substituted for the Master's Degree.

**ESSENTIAL REQUIREMENTS:** Knowledge of research and practices related to school-based health centers, chronic disease prevention and mental health programs and services; knowledge of utilization of data collection and Medicaid billing, student services, school nursing and/or school-based mental health; skill in organizing, developing and presenting staff development/training programs; skill in best practices project management and program leadership, including collaboration and interpersonal relationships; skill in implementing, monitoring and evaluating programs; ability to identify and efficiently allocate financial resources; ability to interpret laws, regulations, policies and procedures; ability to communicate clearly and effectively, both orally and in writing, to include the presentation of concise yet comprehensive analyses and reports.

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***AFFIRMING EQUAL OPPORTUNITY IN PRINCIPLE AND PRACTICE***

**PROCEDURE FOR APPLICATION:**

Applicants must include their resume and complete a Maryland State Department of Education Application for Employment indicating application for Position #077601. The Application, resume, and any support documentation must clearly demonstrate that the applicant meets the prerequisite Minimum Qualifications and possesses the Essential Requirements for the position. Completed Applications must be directed to the Staff Employment Section within the Office of Human Resources, 200 West Baltimore Street, Baltimore, Maryland 21201; for inquiries or an MSDE Application, contact 410-767-0019 or TTY/TDD 410-333-3045 or visit our website at [www.marylandpublicschools.org](http://www.marylandpublicschools.org). All applications must be received by the closing date. Appropriate accommodations for individuals with disabilities are available upon request.

**CONDITIONS OF EMPLOYMENT:**

Proof of eligibility to work in compliance with the Immigration Reform and Control Act and travel throughout the State are required. Any misrepresentation of academic or experience requirements for this position may result in non-selection or termination of employment.

**CLOSING DATE:**

Open until filled.